

CiHS Faculty Liaison Timelines

All items must be done by the end of the quarter in which the course is coded in order for stipends to be processed. Please keep in mind that most school districts have different start (e.g. late August, early September) and end (e.g. late May, early June) dates and those teachers may be hard to reach. For worksheets or additional information about any of these items contact CiHS staff.

If teachers are teaching year-round, follow the timeline or focus on paired work and observations in one term and professional development in the other term:

Term Timeline for Teachers (approximately 20 weeks e.g. September – January, January - June):

Week 1-5

- New Teacher Training (For New Teachers only) send completed training dates to CiHS program staff as well as a statement on what you covered.
- Request syllabus for the class, pick an assignment/assessment to pair with a teacher, for both yourself and the teacher
- Send your syllabus and high school syllabus to program assistant with learning objectives highlighted
- Talk about professional development options
- Go over any questions teachers have

Week 6

- Schedule a time for the classroom observation to be completed later and make a professional development plan, if you haven't already, suggested times would be during Week 7-10

Week 7-10

- Go to any meetings that were planned
- Complete observation
- Complete Professional Development

Week 11

- Send back signed observation to CiHS program staff and CC teacher

Week 12-14

- Ask faculty for all note, meeting agendas, registrations or supporting documents for professional development if needed

Week 15-17

- Gather all notes, meeting agendas, emails, registrations or supporting documents for professional development and write professional development statement and send to Program Assistant

Week 18-20

- Request the paired assignments/assessment from teacher and gather your own assignment/assessment with rubrics and student and send to CiHS program staff
- Update NACEP Statement of Equivalency
- Send a signed copy of the NACEP Statement of Equivalency to the CiHS program staff